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MEMORANDUM FOR: Assistant Director for Central Reference

SUBJECT: Documentation Support for [REDACTED] 25X1A5a1

1. This memorandum is designed to restate our understanding of the procedures in existence for the transmission of classified documents [REDACTED]

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2. We have been reviewing the various facets of contract administration since our assumption of the management of this contract late last year. The existing arrangements for the transmission of materials include a provision for a contract officer, [REDACTED] to occupy an office in the Documents Division to process, organize and service requirements [REDACTED]. She has also sought to expedite the flow of materials regularly received by this research group. Under the careful supervision of Chief, Documents Division, [REDACTED], this system has worked very smoothly. [REDACTED] has taken the responsibility to approve officially the release of such documents in accordance with established Agency procedure and with an understanding of the needs and project scope as provided by the responsible project case officer.

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3. While we recognize that this does tend to increase to some extent the workload and responsibilities of [REDACTED] we would like to urge that such a system be maintained. We are very appreciative of the work done to date by OCR in the servicing of this contract, and we will provide whatever support or assistance we can to aid in the handling of the documentation support required. The responsible project officer is [REDACTED] (Extension 7698, Room 2D26) of my Staff.

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Chief

cc: C/OCR/DD

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